

HAMILTON COUNTY BOARD OF COMMISSIONERS
MAY 22, 2006

The Hamilton County Board of Commissioners met on Monday, May 22, 2006 in the Commissioners Courtroom in the Hamilton County Government and Judicial Center, One Hamilton County Square, Noblesville, Indiana. The Commissioners met in Executive Session in Conference Room 1A at 12:15 pm. President Holt called the public meeting to order at 1:20 pm and declared a quorum present of Commissioner Christine Altman, Commissioner Steven C. Dillinger and Commissioner Steven A. Holt. The Pledge of Allegiance was recited.

Approval of Minutes

Dillinger motioned to approve the minutes of May 8, 2006. Altman seconded. Motion carried unanimously.

Executive Session Memoranda

Dillinger motioned to approve the Executive Session Memoranda of May 8, 2006 and May 22, 2006. Altman seconded. Motion carried unanimously.

Bid Openings

Bridge #220, Lamong Road over McKinzie Ditch

Mr. Michael Howard opened the bids for Bridge #220, Lamong Road over McKinzie Ditch. Form 96, Non-Collusion Affidavit, Bid Bond and Financial Statement were included unless otherwise specified. 1) American Contracting & Services, Inc. - \$421,469.96. 2) Duncan Robertson, Inc. - \$423,449.67. 3) Erber & Milligan - \$428,425.85. 4) George R. Harvey & Son, Inc. - \$408,000.00. Altman motioned to refer the bids to the highway department for review and recommendation later today. Dillinger seconded. Motion carried unanimously.

Police In-Car Video System

Howard opened the bids for the In-Car Video Systems for the Sheriff's Department. Hamilton County Form HC-06/03, Bid Bond, and Financial Statements were included unless otherwise specified. 1) Technology Integration Group (TIG) - no bid submitted. 2) Lewis W. Blanco, L-3 Communications, submitted a cashier's check in the amount of \$28,715.40 lieu of a bid bond. Bid amount - \$287,154. 3) Emergency Radio Services, Inc. - \$303,970.00. Dillinger motioned to refer the bids to the Sheriff's Department for review and recommendation at the next meeting. Altman seconded. Motion carried unanimously.

Laurel Ridge Subdivision Request for Reduced Right of Way

Mr. Joe Calderon stated in April they had requested a reduced right of way for Laurel Ridge Subdivision. They have met with the City of Carmel regarding the discrepancy in the amount of right of way requested by the county and Carmel. They have agreed to dedicate a 40' half right of way on Ditch Road, 50' half right of way on 106th Street plus enough of a corner cut to accommodate a proposed roundabout. Everyone is in agreement that these would be adequate for the county and Carmel. Holt asked where does this leave you with your wall on 106th Street? Calderon stated the wall is fine, there was one lot that was tight on 106th Street that we thought would have to be re-drawn. Carmel is comfortable with us reducing the common area to a 40' strip. The wall will be at the back end of the common area and will not interfere with any future transportation plans. Holt asked if the topography issue on Ditch was resolved? Calderon stated yes, Mill Creek runs 2/3 of the way down on the frontage on Ditch with very steep topography south of that. We have agreed to not have the multi-use path at the back of the right of way, but more towards the middle of the right of way to respect the topography. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Plat Approval

Fishers Oak Wood Addition Replat of Lot 20 & EY2 Lot 29

Mr. Mike McBride recommended approval of the replat of Lot 20 and EY2 Lot 29 of the Fishers Oak Wood Addition. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Highway Business [1:32:08]

Road Cut Permits

Mr. Joel Thurman requested approval of Open Road Cut Permits 1) RDCUT2006-004 for Valenti Held Contractor/Developer 2,325' north of 126th Street and Cyntheanne Road. Altman motioned to approve. Dillinger seconded. Motion carried unanimously. 2) RDCUT2006-006 for Veolia Water, LLC for a cut 80' east of Tamarack Drive on 96th Street for extension of a water main. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Acceptance of Bonds/Letters of Credit - Highway Department

Thurman requested acceptance of Bonds and Letters of Credit for the highway department. 1) HCHD #B-01-0129 - Western Surety Company Continuation Certificate for Bond No. 69123539 issued on behalf of Wilson Water & Sewer Service, Inc. to now expire April 29, 2007. 2) HCHD #B-05-0046 - The Cincinnati Insurance Company Continuation Certificate for Bond No. B80871357 issued on behalf of Hoosier Tradewinds, Inc. to expire June 6, 2007. 3) HCHD #B-06-0016 - The Continental Insurance Company Subdivision Improvement Bond No. 929388759 issued on behalf of M/I Homes of Indiana, LP in the sum of \$6,000 for Hillsdale Grove to expire April 27, 2007. 4) HCHD #B-06-0017 - The Continental Insurance Company Subdivision Improvement Bond No. 929.88760 issued on behalf of M/I Homes of Indiana, LP in the sum of \$50,000 for Hillsdale Grove to expire April 27, 2007. 5) HCHD #B-06-0018 - Lexon Insurance Company Performance Bond No. 1017726 issued on behalf of Pulte Homes of Indiana LLC in the sum of \$522,923.88 for infrastructure development in Britton Falls Area 2, Section A, Phase I to expire May 3, 2008. 6) HCHD #B-06-0019 - Fidelity and Deposit Company Performance/Payment Bond No. 08752115 issued on behalf of Hoosier Pride Excavating, Inc. in the sum of \$523,858.61 for Bridge No. 105 - Anthony Road over Jones Ditch, Jackson Township, to expire May 8, 2008. 7) HCHD #B-06-0020 - Travelers Casualty and Surety Company and Fidelity and Deposit Company and Federal Insurance Company and Liberty Mutual Insurance Company Performance/Payment Bond No. 104685882/08839373/8203-19-77/01301823 issued on behalf of The Hunt Paving Company, Inc. in the amount of \$300,000 for Bridge #110 - 186th Street over Cool Creek, Washington Township, to expire May 8, 2008. Altman motioned to approve. Dillinger seconded. Motion carried unanimously.

Release of Bonds/Letters of Credit - Highway Department

Thurman requested approval of the Release of Bonds and Letters of Credit for the highway department. 1) HCHD #B-04-0115 - Hartford Fire Insurance Company Subdivision Bond No. 46BDF4781 issued on behalf of Centex Homes for the Intracoastal at Geist 2A road cut. 2) HCHD #B-04-0051 - Arch Insurance Company Subdivision Bond No. SU5007395 issued on behalf of Centex Homes for the Intracoastal at Geist 2B curb cut in right of way. 3) HCHD #B-05-0015 - Western Surety Bond No. 929346482 issued on behalf of M/I Homes of Indiana as this was annexed by Westfield. 4) HCHD #B-03-0013 - Western Surety Bond No. 69480527 issued on behalf of Little Eagle Creek Christian Church for lane entrance. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Agreements/Supplements [1:35:25]

Utility Agreement

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Thurman requested approval of a non-reimbursable Utility Agreement, HCHD #M-06-0029, with AT&T (SBC) for Bridge No. 171. Dillinger motioned to approve. Altman seconded. Altman asked if this includes the language regarding the timing of the relocation? Thurman stated it does include the timing of relocation language. Motion carried unanimously.

Town of Fishers and Town of Westfield Small Structure Inventory and Inspection

Thurman requested approval of Interlocal Agreements between the Town of Fishers - HCHD #M-06-0031, and The Town of Westfield - HCHD #M-06-0032, for Small Structure Inventory and Inspection. Altman motioned to approve both Interlocal Agreements. Dillinger seconded. Motion carried unanimously.

Subdivision Inspection and Testing Services

Windsor Grove, 2

Thurman requested approval of Subdivision Inspection and Testing Services Agreements, HCHD #A-06-0003, for Windsor Grove 2. The agreements are between Hamilton County and Steven A. Wilson (owner) and between the Hamilton County and Crawford, Murphy & Tilly, Inc. (engineer) in the amount of \$7,000. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

146th Street Extension (east) Utility Agreement - Cinergy/PSI

Thurman requested approval of a Utility Agreement with Cinergy/PSI, HCHD #M-06-0033, for the 146th Street Extension (east) project for the relocation of a transmission line. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

146th Street Extension (east) Encroachment Agreement - Cinergy/PSI

Thurman requested approval of a City/County Utility Reimbursement Agreement, HCHD #M-06-0034, for the 146th Street Extension (east) project for encroachment. Altman motioned to approve. Dillinger seconded. Motion carried unanimously.

Concurrence with Traffic Study Correspondence

Thurman requested approval of the list of correspondence concerning investigations of requests for signage on Hamilton County Roads. Thurman discussed his memo to Chris Burt regarding the placement of Narrow Bridge Signs on SS #23034, Cyntheanne Road north of 146th Street in Wayne Township. Counsel has reviewed the request. Dillinger motioned to approve. Altman seconded. Holt asked how narrow is the bridge? Thurman stated 18'. Holt asked if that sets a precedent for bridges of that width or less throughout the county? Thurman stated we are currently doing the small structure inventory and that is one of the items we hope to capture. Holt asked in rural areas with that signage, how does a grain head go by it? Thurman stated these are narrow bridge signs which are on one side of the road. Object markers were posted on this structure. Mr. Chris Burt stated it will be no different than dealing with the object markers that are on these small structures. These are replaced frequently because they are hit by farm equipment. The signs are usually on one side and we don't have much of a problem with Stop Signs being taken out when they have to go around those signs. It is more of the object markers where everything narrows down. The warning signs can go back and they can get around them without too much of a problem. Davis asked how far off edge of pavement is the warning sign placed? Burt stated it depends how much right of way we have, where the field is at. Standard is 6' off, most of the time the sign is put where it can fit, probably 2'-3' off edge of pavement to the edge of the sign. Holt stated in our inventory an 18' deck is not a particularly narrow one. Burt stated in the MUTCD a bridge should have a clear width of 16'-18' and posted as a narrow bridge or if a clear width is less than an approaching road. If it is 16' or less it is posted as a one lane bridge. Holt stated he was going to ask about a bridge that is 14 ½' wide on Overdorf Road south of 256th Street and where is that on the list for replacement? Holt asked if it is signed, it will make it that much tougher, something needs to be done. The road is fairly wide, the bridge comes out of nowhere and the abutments are painted yellow. Thurman stated advanced warning signs would be logical. Holt stated if we are going to sign this bridge, we need to look at our bridge inventory. We don't need a new small structure study to know what our widths are. Thurman stated we can look at the data we have for all of our bridges over 20'. Holt stated if we are going to sign an 18' bridge, we need to sign a 14 ½' bridge. Burt stated 14 ½' should be signed as one lane. Altman stated under our government accounting system we need to check to see if small structures have been entered. That should at least have the raw data. Holt asked Thurman to report back on the Overdorf bridge. Thurman stated if a warning sign is required by code or standards we typically don't request Commissioner's approval, we sign them. Holt stated you are asking approval of a bridge on 18', why are you asking for it when it is in the MUTCD? Thurman stated this is a special case, where an accident occurred. Holt stated that is why he has a concern. Dillinger motioned to approve. Altman seconded. Motion carried unanimously. Holt motioned that if the bridge meets the MUTCD sign them with the appropriate warning signs. Altman seconded. Motion carried unanimously.

Dillinger motioned to approve the letters to Michael R. Shaver and John D. Johnson. Altman seconded. Motion carried unanimously.

Annual Operational Report for Local Roads and Streets

Davis requested approval of the Annual Operational Report for Local Roads and Streets for 2005. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Major Moves

Davis distributed INDOT's time line for Major Moves and its affect on Hamilton County. US 31 starting in 2011, I-69 in 2014, added lanes on Keystone Avenue to start in 2008. They have also included a proposed list of projects in 2016. In 2016 there is additional work on I-69 from SR 37 to SR 238 and added travel lanes on SR 37 from 116th up to SR 32. MPO has requested our comments on the list. Altman stated Hamilton County is the last major segment done. They do have a commitment to have the road in place by the end of the year and that is not going to happen. Commissioner Sharp did call her regarding I-69 and informed her the added travel lanes are not in this packet but he did give assurances that the exchange work on 116th Street, SR 37 and 465 are in the works and will be completed as promptly as possible in this 10 year program. Davis stated southbound SR 37 will happen this year. INDOT will be meeting with the highway department to discuss other interim projects that will help ease the congestion until the 2014 date when they start the major reconstruction.

Highway Meeting

Davis reminded the Commissioners of the highway meeting scheduled for Friday, June 2, 2006 at 7:30 am.

Bid Award

Bridge #220, Lamong Road over McKinzie Ditch

Thurman recommended awarding the bid for Bridge #220 to George R. Harvey & Son in the amount of \$408,000. This is over the 5% engineer's estimate. Altman motioned to award the contract as recommended. Dillinger seconded. Motion carried unanimously.

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Rulon Road Bridges

Holt stated he has been informed that there are two bridges being built on Rulon Road that are 300' apart. Jerry Rulon has requested the span between the bridges be leveled. Thurman stated the highway department has decided to extend the project to level the span between the bridges. They will be buying right of way and replacing the road.

Plan Commission [1:59:41]

Unsafe Homes Update

2411 & 2413 Westfield Road

Mr. Chuck Kiphart stated the two unsafe homes at 2411 and 2413 Westfield Road have been demolished. The junk and material have been hauled away and the property has been rough graded.

10460 Combs Street

Kiphart stated he has spoken to Ms. Essex, owner of the property at 10460 Combs Street. She is in the process of selling the property. They have done quite a bit of work to it, but not all that we have requested them to do. Kiphart stated at this time he does not consider it a dilapidated structure. It is protected with a roof, all of the doors are closed and siding has been put on it. If it is not sold within 30 days the mortgage company will take over the property. Kiphart recommended giving her another 30 days. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Hanna Rezone - Ordinance 5-22-06-B

Kiphart stated Mark and Judy Hanna have requested a rezone of a small parcel of property located at 12226 SR 238 East, next to a larger parcel that they already own and is zoned commercial. Mr. Mark Hanna stated they would like to utilize the road frontage they have on Greenfield Avenue, the driveway is zoned C-3 and the other 2 acres immediately behind the road frontage is C-3. In the past they have rented the house as residential and the rear as commercial and there have been conflicts. They are trying to maximize utility of the property to attract a quality business. They have a sod farm out of Michigan to use their property as a satellite drop-off point for high grade sod and landscape materials. The property is 100' wide and operates on a septic system. This will be a good quality business for this parcel. Because the Hanna's lived in the house at the time of zoning the house had to be zoned A2-S. They moved in 1995 and attempted to rent the home as residential and the rear as commercial with limited success. If the entire parcel is one consistent zoning they will be able to attract quality businesses. Holt stated this unanimously passed the Plan Commission. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Planning Jurisdiction Transfer to Noblesville - Ordinance 5-22-06-C

Kiphart stated Beazer Homes has requested the county relinquish planning jurisdiction of a 26.6 acre parcel of land located at 11942 E. 156th Street to Noblesville. They are also in the process of having this property annexed by Noblesville which takes longer and they would like the jurisdiction turned over to Noblesville now. Holt stated the Plan Commission voted favorably, 5-yes, 2-no. Ms. Sharon Stuart-Brown, Beazer Homes, stated they own this parcel located on the north side of 156th Street just east of the intersection of Summer Road. Currently there is a plan for 31 homes on estate size lots, that they would like to bring before Noblesville for approval. The annexation process takes about 120 days and they filed for a simultaneously rezoning for an R1-PD and annexation for the City of Noblesville. Holt stated there was no remonstrance. Stuart-Brown stated she has met with all of the homeowners that are on the western edge of their property. Only one homeowner was not contacted because they just purchased the home within the last 6 weeks and they have not responded to their requests. Some of the homeowners are not happy about development in their backyards but they agree that Beazer Homes would be a better neighbor than the broadcasting towers they have lived with for several years and they are generally happy with the plan that is in place. Dillinger asked what were the concerns of the two members who voted against it? Holt stated it is a philosophical issue, they don't want to give up any zoning jurisdiction pre-annexation. It was not directed at this project. The Plan Commission has typically turned this down and we have overturned them. Noblesville has annexed all around this project. Dillinger motioned to approve. Altman seconded. Altman asked if the annexation is impeded in any manner in terms of location of this site? Stuart-Brown stated no. Motion carried unanimously.

n Frame Contracts [2:08:47]

Ms. B.J. Casali requested approval of a contract with n Frame to monitor the fiber optic UASI Grant network. It will be assigned to the Port Authority Oversight Board for funding. Current funding will come from the UASI Grant. Altman motioned to approve. Dillinger seconded. Motion carried unanimously.

Dark Fiber IRU Agreement Amendment No. 1

Casali requested approval of Amendment No. 1 to Dark Fiber IRU Agreement to connect n Frame in Carmel with Fishers. This is a UASI Grant project and will be covered by the grant funds. This provides additional redundancy, especially if there is a fiber cut. Altman motioned to approve. Dillinger seconded. Motion carried unanimously.

Fiber Connection from Parks Department to Westfield Fire Station No. 82

Casali requested approval of an agreement for fiber connection from the Parks Department to Westfield Fire Station No 82. This will eliminate the need for DSL lines that we are paying for from AT&T. This is paid for by the county, funds are available. This is completely underground. Quotes have been received from three vendors, a little over \$150,000, \$150,000 and \$100,000. These are the fiber vendors we consistently use. Dillinger motioned to approve. Altman seconded. Altman stated we are spending \$100,00 and what are we getting? Casali stated we are getting the use of Westfield's fiber ring and the connection to the Parks Department administration building, maintenance building, nature center, which will assist with the nature center's presentation of programs to the population. Altman asked if this is coming out of the Park's budget? Casali stated no, out of the ISSD budget. It is an initiative of getting all of the county parks department connected via fiber. Altman asked if this is part of the redundant ring or to fiber? Casali stated it will connect to the redundant fiber ring. It is not an extension of the redundant fiber ring. Altman asked if this would be redundant? Casali stated it would not be at one end, it stops at Station 82. The agreement is if we would help them get Station 82 connected they would let us join and connect to their fiber. They do not have a redundant ring to Station 82. Altman stated she is not questioning the need, just if we are getting enough bang for the buck with what we are investing. Altman motioned to table until the next meeting. Dillinger seconded. Motion carried unanimously. Altman asked Casali to ask the Parks Department to see if they have any funds.

Community Development Block Grant Amendments [2:14:51]

Mr. Mark McConaghy requested amendments to the Community Development Block Grant. The first amendment is for Atlanta. They are working with them to purchase park equipment. If we would let them spend next year's allocation of \$2,228 they could purchase the equipment they want. McConaghy requested permission to transfer the funds from their emergency housing program. Dillinger motioned to approve. Altman seconded. Altman asked if

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the \$2,228 will be reimbursed next year? McConaghy stated yes, this is money Atlanta will not be receiving next year. Motion carried unanimously.

McConaghy stated historically \$5,000 was enough to make emergency repairs. In Hamilton County \$5,000 is not covering the emergency repairs. McConaghy requested the amount be raised to \$8,000. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Building Project Updates [2:17:56]

Juvenile Services Center

Mr. John Barbee requested approval of Change Orders for the Juvenile Services Center. 1) James Babcock - \$17,678 to upgrade to a digital recording system in the interrogation room. Base bid was a DVD recorder, this system will allow archival, retrieval and Dolby compatibility with the current jail system. The change order also includes installation of four sheets of plywood and a change of six light fixtures. Dillinger motioned to approve. Altman seconded. Motion carried unanimously. 2) Rosema Construction - \$32,599 for additional ceilings added though the intake and other areas that had no ceilings. They were originally designed to be exposed to deck. Holt asked why did the design change? Barbee stated it was a later decision of the design team. Esthetically, with it being the intake area where all of the juveniles are brought in, that it would be a nicer look to have it finished and not an exposed industrial look. We had to install a grid ceiling and there will be a separate change order for lighting changes, etc. Altman asked if this saves on heating or air conditioning or is this all esthetics? Barbee stated it is esthetics. Holt asked if it is done? Barbee stated it is underway. Holt stated with it being underway there is not an option but to approve it? Barbee stated yes. Holt stated he does not remember esthetics being a driving force in welcoming juveniles to the detention center. Barbee stated this was asked for from the project directors and we proceeded with it. Altman asked what dollar amount did we give authority for onsite change orders? Barbee stated \$10,000 per change order. Altman stated she questions how we got to this stage without Commissioner knowledge. Barbee stated it came in late in the game and we had to ask whether to go with it before coming to the Commissioners and we received the direction to do so. Holt asked who gave them that direction? Barbee stated it was Captain Stevens. Stevens stated in looking at the area where processing takes place, the ceiling in the jail is finished, where the staff works and the intake area in the new building the ceiling is not finished. Stevens stated the roof drain pipes, electrical conduit pipes are all exposed and we requested there be a finished ceiling in that area. Dillinger asked what happens if we don't approve this? Stevens stated most of the ceiling grid is in. Holt asked if it was exposed why is it important that you not see it? Stevens stated the ceiling in that area is 14'-16' high. All of the mechanical structure is exposed to the staff and to the people coming in and out of that area. There will be sometimes that parents will be brought back to talk to juveniles. From an operational standpoint that area should have a finished ceiling rather than exposing all of the pipes, electrical and cabling. Altman stated we have a project underway for a significant amount of money that should not have started until the commissioners looked at it and directed it. We need more and faster communication and she is not pleased. Dillinger stated the alternative is to tear out what has been done. Altman stated we are into it for some money, regardless. Barbee stated we did save money in other areas that saved us some money. We are not trying to go outside the dollars of the project. Holt stated every dollar that we save in this building goes over to the jail complex. Barbee stated with this change we are still anticipating over \$600,000 going to the other projects. Holt asked how big a deal is taking the grid down? Altman asked how much money do we have in with the contractor? Barbee stated he will need to check with the onsite supervisor. All of the grids are in and he believes the lights are already lowered into the grid. Howard stated we own the material. Dillinger stated he understands and does not disagree, but he disagrees with reversing it now. We need to demand to know more in the future. Dillinger motioned to approve. Holt seconded. Dillinger and Holt approved. Altman opposed. Motion carried.

Animal Shelter [2:27:06]

Barbee asked who should the signatory be for change orders for the Animal Shelter and a dollar limit. Barbee recommended \$10,000 as the change order limit. Altman stated this project has a much tighter budget and she is not comfortable with \$10,000, she would recommend \$5,000. Holt stated the recommendation has been that he be the signatory. Altman stated the tenants should not come with any change orders unless they have the money and they have received our approval. Howard stated on a day to day basis there are changes that need to be addressed. Holt stated he appreciates the budget is tight, but he thinks \$10,000 makes sense. Dillinger stated he has no problem with it. Dillinger motioned to approve Holt to sign change orders up to \$10,000 with the Vice President and then the third board member if the President and Vice President are not available. Altman seconded. Motion carried unanimously.

Barbee requested approval of a Change Order for Fredericks, Inc. in the amount of \$6,300 for the countertops. This was previously approved as part of the base budget but did not issue the change order until the appropriation was approved by the Council. Altman motioned to approve. Dillinger seconded. Motion carried unanimously.

Barbee requested permission to transfer funds in the bond account. The transfer is requested for the simplicity of billing. The dollars of each line item were set four years ago when the bonds were sold, but the line items do not match up the construction budget. Altman stated she would rather see a re-statement of what was approved and how it affects it. Altman asked how did we open these amounts in the line item to move it into construction, basically contingency? Why do we need to move contingency at this stage? Barbee stated this is not making it contingency. With the budget that was approved when we approved the project we had approximately \$22,000 in equipment that will be a bid and purchase item from a contractor. Those monies allocated, but it does not match up with the \$58,000 we have in loose equipment. Altman asked that the budget be revised where we see all the dollars as we approved it and how it is revised. Barbee asked about the contingency, as change orders are written we don't know where they are going to go, to which contractor, but they will all be against their contracts. Each month they are being paid out of #3643, do we want to leave it into the contingency line item and wait until we need it and then transfer funds into the construction? Altman stated that is normally how we use a contingency budget. Barbee stated Envoy's cost report does that, this is for the county's accounting. Barbee stated the Juvenile Center had one line item that everything was paid from, Envoy's budget was broken down. At this point the Juvenile Center is being paid out of the bond funds. He can come back with more detail. Barbee stated it will become more of an issue to know what the balances are once we start running out of money in that line item. Ms. Coverdale stated when this was explained to her she thought it would be easier to move the balances where the funds were available to construction. It was her understanding that the amounts in the line items were set up in 2002 and it was all guess work. Now we have the actual budget and the monies have never been in the proper line items to match how Envoy does business. Barbee stated the bond account does not have as many line items as our budget does. Altman stated she wants to make sure we match what was approved and if it is moved it should be something we look at as it moves. Barbee stated Envoy's cost report does that. He is trying to get

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the dollars allocated correctly. Altman stated this may do it, but she needs the details. Barbee will get the information to the Commissioners.

Barbee stated a decision needs to be made what to call the building and what kind of signage will be on the building. Altman asked if we will have to have a sign permit from Noblesville? Howard stated no. Holt asked Barbee to do a mock up for the Commissioners review at the next meeting.

Barbee stated there was an existing flag pole on the site, which was removed. The question is if another flag pole wants to be added for the animal control building. EMA has a flag pole. Consensus was to only have one flag pole.

Barbee stated the interior color selections need to be made. Should the tenants be doing this? Consensus was to ask Cripe to make a suggestion.

Superior Court 6

Barbee stated the drawings for Superior Court 6 will be 100% complete this week. Scott Warner, Ollie Schierholz, Fred Swift and he will be reviewing them this week. Barbee asked if the commissioners would like to sit down and look at the details of these drawings? Altman asked Barbee to get the drawings to the commissioners and if they have a question they will call.

Adult Corrections Site [2:41:52]

Mr. Larry Dawson gave a brief overview of the history of the planning for the Jail complex. The first priority is for expansion of the intake center and kitchen facilities. The second priority is work release. The Commissioners have voted to proceed with the north end and community corrections facility and look at the south end of the Jail. The project team has concluded that the south end of the Jail has always been a long term need and if we pulled out what is critical it would be a communications station and a joint participation with other entities within the county so we can have combined dispatch, 911 and emergency management out of one location. This would give us two dispatch centers within the county. It would still be the third priority and not constructed until 2010. Dawson requested permission to go to County Council for funding of the north end expansion, work release center project and what the Commissioners would like to do with the emergency communications center and if they would like to add it to the request. Envoy recommends that there be a base bid structure in the \$38 million range that would include the north end and work release with finish out of the third floor bid as an alternate. A second alternate be designed and bid as a communication station and hooked on to the south end of the Jail, so we don't have to move it and waste money in years to come. We don't have to accept either of the alternates. Dawson stated they know they have Commissioner approval and direction to include all of the work release center, including the alternate, but we are also in negotiations with the State, the Commissioner of the Department of Corrections has spoken with us about their need for bed space. Our feeling is that it would be much better for us going into the negotiations if that was not a guaranteed build with money spent but try to go ahead and negotiate it, bid it and negotiate with the State to see what kind of assistance either operationally or capital costs we could get over a specific period of time, which would allow the county to gain some income. We don't think the operating costs will be that great, we are going to build out the shell anyway. It would be our intent to follow the guidance of what the commissioners have already decided and that would be to design it, bid it and put it in front of the commissioners again to build it out. It would help us in negotiations if we had that piece of the project as an alternate. The third phase, the communication center, almost everybody thinks it needs to be done. It seems like a legitimate option where we could put it in the basement of the community corrections center, but that would be the first time ever that we would have intentionally spent money that we might have to move it to the south end of the jail sometime in the future. Even if we design it, even if we bid it, you will still have the flexibility of accepting it when you see how much money we have left after the bids come in. Dawson stated they would request design money, a loan from the council just like we did when we started the juvenile center, we borrowed money and when the bonds were sold we paid the money back. We have set up a budget of \$2.5 million for a borrow from the council and monies that will be left from the juvenile center project. We believe there will be financing and construction contingency money left. There is a meeting of the Sheriff's Council one week from Thursday concerning this matter. We have met with them and they have had a workshop discussing money for this project. They are trying to build their capital budget for this year. We believe the \$2.5 million fits in with what they are able to loan us this year for design. We believe that they have a number in mind, we are trying to set priorities so we can bid and fit a project inside the guidelines we keep hearing. We would also like the commissioners to name a design architect, if all of that is agreeable to set the scope of the project. We also need a fee established for the design architect. Dillinger asked how much was the design fee? Dawson stated we have a number from RQAW for the whole compensation package is in the 10% range. Howard asked if that would include the design of the communications center? Dawson stated yes. Dillinger stated we need to set a fee number, this seems awfully high.

Holt called a break in the meeting.

Holt called the meeting back to order. [3:08:51]

Altman asked if there was any alternate to the north end expansion, it was \$11.5 million with soft costs?

Dawson stated yes. Altman stated the work release - 2a is three stories with a basement? Dawson stated yes. Altman stated with the 3rd floor not built or built out? Dawson stated not built out, it is shelled out. Altman stated it says finish the 3rd floor, additional 200 beds - what is the dollar amount for that? Dawson stated \$4.5 million. Altman stated the reclaim Jail is \$2 million with soft costs; additional parking \$1.1 million; emergency management (alt. 2 for \$6 million). Altman asked if that is what we are calling the south sheriff's office? Dawson stated there is more in the south sheriff's office with office space originally with a morgue, lab space, interrogation space. Altman stated she is not familiar with what C is. How have we converted the south sheriff's office, Phase 3, what is it now? Dawson stated the committee has decided we did not need everything that is shown and there is not enough money to go ahead with that. We have determined that the options that are most important to get done right now are the communications station, combined with emergency management. Altman asked if you expand the size of that building in Phase 3? Dawson stated yes. Altman asked what is in and what is out? Dawson indicated all the space in gold is in and it is new space, it is not renovation of existing space. Altman asked how many square feet? Dawson stated 20,000 will become the new communications center. Altman asked how many stories is the gold? Dawson stated 2, one underground and one floor above. Altman asked if that is all new space dedicated to combined dispatch and is convertible to EOC in the event of disaster? Dawson stated yes. Altman asked what is the striped area? Dawson stated most of that is office space that was going to happen if the full expansion put into the study would have happened. Altman asked if that is going to be built, even if it is not in the gold area? Dawson stated yes. Altman stated for \$6 million we get 20,000 additional square feet hooked onto the building? Dawson stated yes, of communication systems. Altman stated it is built out so the dispatchers can sit there and dispatch? Dawson stated yes. Altman stated this included all of the loose

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equipment, wiring, communications, fiber, whatever we need? Dawson stated yes, costs are \$300 per square foot with construction costs of \$130 per square foot. Dawson stated are recommendation is to bid it as an alternate. If we have the money and the commissioners agree to spend the money on it, then it would be our third priority. If we don't have the money to do the base bid and both alternates, then the commissioners would have to decide how we are going to spend the money.

Holt asked if there is a motion to accept it as presented, with alternates? Altman asked if the amount we would ask for is \$44 million? Holt stated that would be with the caveat that we are in negotiations with the architect. Dawson stated the total dollar number with the assumption of the base bid and both alternates would be \$44.3 million. That is not the number he has heard through the workshops and joint sessions that have been held. He is has been told the number is \$44 million. Dawson stated if the commissioners decided to do both alternates it would be \$48 million. Altman stated built into that is a 10% architectural design fee? Dawson stated all of the soft costs are included. Altman asked Howard what the financing costs would be on this project? Howard stated issuance costs would be substantially below 1% but you will have capitalized interest during construction, 24 months. Howard stated it will be 10% for interest and 1% for issuance. Dawson stated they have included 20% soft costs which includes financing. Dawson clarified they deducted 25% for soft costs. Altman asked if the requested \$44 million net out the \$2.9 million pre-construction? Dawson stated pre-construction relates to what he has been told is available to be loaned from the council, which is not quite enough. We have found extra money in the juvenile project and that will be between \$400,000 and \$650,000. Dawson stated we know we have \$2.9 million in expenses, the bidding costs are already included in that number, which could be as high as \$200,000 for bidding and printing costs for all 3 projects. Envoy has included \$200,000 for their fees. Altman stated you are talking about pre-construction dollars of \$2.9 million, do you refund that money from the \$44 million? Dawson stated yes, it is reimbursable. Altman stated it is truly an advancement that we have budget monies to refund out of the \$44 million. Howard stated his notes show that when the council approves it at the same time they will approve a reimbursement resolution at the time the bonds are sold. Howard stated as part of the design costs there is an extra 6 months of capitalized interest in the juvenile that we put in to insure construction risks with the rating agencies. We would resolve to transfer that over to part of the costs of the north project because the laundry, food services and medical benefit the used premises of the juvenile detention center. Altman asked what are the gross dollars? Howard stated \$700,000. There is some construction contingency, but we don't feel safe on that until they are substantially complete. Dillinger stated it is hard to go through this until you take some of the adjustable costs, ie: engineering fees and adjust them. Altman stated she wants to make sure that we feel safe if we go to council and request \$44 million that we have theses numbers reimbursable and hopefully we can bring the project in substantially below that. Our goal would be to bring it in below. Dillinger asked from a design fee standpoint, where does Dawson think we should be? Dawson stated on the paperwork in March he used 7%. Assuming RQAW is chosen they have included some reimbursables so he has raised it to 7 ½%. We have a higher fee that RQAW has requested. Dillinger asked how do we approve this until we establish that? Altman stated we decide how we are going to approach it, ask council to set \$44 million as our max price, go to design, negotiate the design contract, bid it and then see where we are. [3:25:23] Dillinger motioned to approve Priority 1, 2a, 2b, 2c and Alternate 2c. No second, motion dies. Altman motioned to submit to council a request to fund the entire project as presented with the understanding we will negotiate fees, all soft costs and further we will determine alternates as the pricing comes in. Holt seconded. Altman and Holt approved. Dillinger opposed. Motion carried.

Dawson stated we need a design firm, fee for the design firm, permission to go to council to request the project be permitted to borrow the \$2.5 million, and we be able to move some of the money from the financing budget on the juvenile center to the design end of this project. Altman motioned to proceed immediately with the request to council with the \$2,350,000 and the transfer of available funds from the juvenile center bond. Holt seconded. Altman and Holt approved. Dillinger opposed. Motion carried.

Dawson stated regarding the design, we have people working on the site right now. The people working now, RQAW and American Consulting have done a very good job and they see no reason to turn over that team on bad performance, they perform very well. Altman concurred with that but she is very unhappy with the proposed cost. Holt asked if that calls for a work session? Holt asked if it would be logical to do that prior to Executive at the next meeting? Howard stated you can't go open to Executive Session to open, it has to be after Executive Session or at the end of the day. Ms. Rauch stated the June 12th meeting is scheduled to be a joint session with Council beginning at 9:00 am. Holt asked if either Commissioner would meet with RQAW? Altman stated she would meet with them, but she wants Howard to join her.

Dawson stated on Dan Stevens behalf, we do not blame Dan for giving approval to sign off on a change order. He signed nothing. It was all in general discussion and Envoy will take the blame for it, not Dan Stevens. He has done a magnificent job in representing the county's interest in this project and they apologize for implying that. We appreciate all of Dan's help and the Sheriff's help on this project.

Sheriff [3:34:38]

Bid Award

In-Car Police Video System

Sheriff Doug Carter recommended the bids for the In-Car Police Video System be awarded to L-3 Communications. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Fuel Costs

Carter stated they are seeing a significant rise in fuel costs and a reduction in usage daily. He will be requesting an additional appropriation for fuel from the county council in June. Altman asked if the officers receive free fuel for the take home portion of the vehicle? Carter stated they do. Altman asked if they buy any of their own fuel? Carter stated they do, there is a process in place to keep track of maintenance schedules and mileage. Altman asked how do you control personal fuel use verses patrol? Carter stated there is not a document that currently exists that would allow him to do that, other than watching fuel usages on the days that person does or does not work. We don't see hardly any fuel fills on off time.

Personnel Issue

Carter thanked Darren Murphy and Mike Howard for their help on very complicated personnel issue which closed today.

Commissioner Committee Reports [3:38:23]

Transit

Altman stated the Indianapolis Chamber of Commerce hosted a transportation submit, which she facilitated. It was well attended. A discussion was held on what we want to see regarding transit, what we want to see, how we want

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to go about it and whether there is a possibility of a dedicated source of funding. This affects IndyGo, RTA and all of the regional providers, such as Janus. Each county has a local transit system. They also hosted a peer review that included representatives from Vancouver, Denver, Phoenix, Charlotte and Houston. They came in, at the RTO's cost, to share how their transit systems were selected, technologies, etc.

Attorney [3:40:20]

Darren Murphy

Howard stated 99% of Sheriff Carter's personnel issue was handled by Darren and it has been one year since the Commissioners funded Darren to join him. Darren has jumped in to the Human Resources issues and we have been able to be more responsive on those issues. Howard thanked Murphy for his work.

Ordinance 05-08-06-A - Weights & Measures

Howard requested approval of Ordinance 05-08-06-A, An Ordinance Amending the Hamilton County Code to Add A New Article 24-6 Concerning Weights and Measures Department. Dillinger motioned to approve Ordinance 05-08-06-A on second reading. Altman seconded. Motion carried unanimously.

Ordinance 5-22-06-A, Maintenance Duties for Drainage Structures

Howard introduced Ordinance 5-22-06-A, An Ordinance of the Hamilton County Board of Commissioners Establishing Procedures for Imposing Maintenance Duties for Drainage Structures which Discharge Into Regulated Drains. Altman motioned to introduce Ordinance 5-22-06-A for first reading. Dillinger seconded. Motion carried unanimously.

Administrative Assistant [3:43:30]

Parking

Mr. Fred Swift presented a photo of the south parking lot spaces increase once the Red Cross building is demolished and the Shell property. It shows an increase of 117 parking spaces. Currently there are 188 spaces with the addition of 117 spaces will give a total of 305 parking spaces. A few spaces (4) may be lost with the Riverwalk construction.

Wage Determination Committee Appointment - Noblesville Schools

Dillinger motioned to appoint Kevin Breninger to the Noblesville Schools Wage Determination Committee. Altman seconded. Motion carried unanimously.

Noblesville Cultural Arts Commission

Swift stated the Noblesville Cultural Arts Commission has requested permission to sponsor an art show on the historic courthouse lawn on August 5th. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Animal Shelter

Swift asked if the Commissioners if they want to let the Humane Society and the Spay Neuter Clinic work out the proportionate sharing of utilities and other costs of the animal shelter when it opens? Altman stated she thought we were paying all of that, Holt agreed. Altman stated she thinks we should have some minor offset on the operating costs per dog. Holt stated he thinks the agreement has the county paying, we need to look at the agreement.

Superior Court 6

Swift stated we have received a claim from Envoy for their fee for the Superior 6 build out. We have no money to pay that. We budgeted money for the design only, which has been used. Altman asked if there is money available to be transferred? Coverdale stated there is money in the Cumulative Courthouse fund, they need to check with Scott Warner. Dillinger recommended Swift pursue that option.

Auditor [3:50:54]

4-H Storage Barn Rental Bid Award

Coverdale stated the Commissioners took no action on the 4-H Storage Barn Bid at the last meeting, but in order to draft an agreement the bid has to be awarded. Dillinger motioned to award the 4-H Storage Barn Rental to Superior Dock Company in the amount of \$7,102.00. Altman seconded. Motion carried unanimously.

Liability Trust Claims Interim Procedure

Coverdale stated the Auditor's office received an invoice for replacement of a Sheriff's vehicle light bar. The Auditor's office needs to know what the procedure is for handling liability trust claims until a new Safety Risk Director is hired. Holt asked Swift to contact Jeff Rushforth to find out what the status of claims for the liability trust is.

County Treasurer's Monthly Report

Dillinger motioned to approve the County Treasurer's Monthly Report dated April 28, 2006. Altman seconded. Motion carried unanimously.

Acceptance of Bonds/Letters of Credit - Drainage Board

Coverdale requested acceptance of Bonds and Letters of Credit for the drainage board. 1) HCDB2006-00016 - Bond Safeguard Insurance Company Subdivision Performance Bond No. 5020756 for Abney Glen storm and subsurface drains - \$657,318.00. 2) HCDB2006-00017 - Bond Safeguard Insurance Company Subdivision Performance Bond No. 5020755 for Abney Glen erosion control - \$73,277.00. 3) HCDB-2006-00018 - Bond Safeguard Insurance Company Subdivision Performance Bond No. 50270757 for Abney Glen monumentation - \$3,000.00. 4) HCDB2006-00019 - Travelers Casualty and Surety Company of America Payment Bond No. 104725771 for the reconstruction of the Springmill Run Drain across the University High School site - \$83,292.00. 5) HCDB2006-00020 - Travelers Casualty and Surety Company of America Performance Bond No. 104725771 for the reconstruction of the Springmill Run Drain across the University High School Site - \$83,292.00. 6) HCDB2006-00022 - National City Bank Irrevocable Standby Letter of Credit No. SCL012506 for the reconstruction of the off-site storm sewer associated with the Bayview Estates development - \$45,053.00. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Release of Bonds/Letters of Credit - Drainage Board

Coverdale requested approval of the Release of Bonds and Letters of Credit for the drainage board. 1) HCDB-2003-00062 - Safeco Insurance Company of America Subdivision Bond No. 6236124 for Intracoastal at Geist, Section 2C monuments and markers - \$910.00. 2) HCDB-2003-00059 - Safeco Insurance Company of America Subdivision Bond No. 6236120 for Intracoastal at Geist Section 2A monuments and markers - \$910.00. 3) HCDB-2003-00078 - Safeco Insurance Company of America Subdivision Bond No. 6236225 for Intracoastal at Geist Section 3A monuments and markers - \$260.00. 4) HCDB-2003-00083 - First Merchants Bank Standby Letter of Credit No. FMB-1384 for Reserve at Geist, Phase I monuments and markers - \$1,000.00. 5) HCDB-2004-00007 - Arch Insurance Company Subdivision Bond No. SU 5005338 for Intracoastal at Geist, Section 2B storm sewers - \$8,105.00. 6) HCDB-2004-

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00008 - Arch Insurance Company Subdivision Bond No. SU5005339 for Intracoastal at Geist Section 2B erosion control - \$3,636.00. 7) HCDB-2004-00009 - Arch Insurance Company Subdivision Bond No. SU 5005340 for Intracoastal at Geist Section 2B monuments and markers - \$780.00. 8) HCDB-2004-00012 - Arch Insurance Company Subdivision Bond No. SU 5005344 - Intracoastal at Geist Section 4A monuments and markers - \$780.00. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Escrow Agreement - JE Mechanical

Coverdale requested approval of an Escrow Agreement for JE Mechanical for the Animal Shelter project. Dillinger motioned to approve. Altman seconded. Motion carried unanimously. Motion carried unanimously.

Acceptance of Bonds/Letters of Credit - Animal Shelter

Coverdale requested acceptance of Bonds and Letters of Credit for the Animal Shelter project. 1) HCBOC-2006-0013 - Developers Surety and Indemnity Company Performance Bond No. 717845P for J.E. Mechanical, Inc. in the amount of \$238,262.00 for mechanical work at the Hamilton County Animal Shelter. Bond will expire February 14, 2008. 2) HCBOC-2006-0014 - Developers Surety and Indemnity Company Payment Bond No. 717845P for J.E. Mechanical, Inc. in the amount of \$238,262.00 for mechanical work at the Hamilton County Animal Shelter. Bond will expire February 14, 2008. Altman motioned to approve. Dillinger seconded. Motion carried unanimously.

Payroll Claims

Coverdale requested approval of Payroll Claims for the period of April 24-May 7, 2006 to be paid May 19, 2006. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Vendor Claims

Coverdale requested approval of Vendor Claims to be paid May 23, 2006. Dillinger motioned to approve. Altman seconded. Motion carried unanimously.

Altman motioned to recess the meeting to Conference Room 1A to work on the Employee Handbook Changes. Dillinger seconded. Motion carried unanimously. [3:59:44]

Safety Risk Management Director [4:06:17]

Discussion of the applicants for the Safety Risk Management position was held. Holt and Altman gave Dillinger permission to hold second interviews with Sheena Randall.

Employee Handbook Revisions [4:11:20]

Section 1.2 Use of Laptops

Randall stated the ISS Board met and has requested a change to Section 1.2, Exceptions and Special Conditions - originally handbook stated Elected Officials are exempt from the County Personnel Policies to include Section 5.5 - *Use of Computer, laptops, internet use and email applies to all employees and elected officials of Hamilton County. Commissioners concurred.*

Section 2.10 Performance Evaluations

Randall added *supervisors* to the list of people whom performance appraisals are available to. Commissioners concurred.

Section 3.2 Work Hours

Added *Merit, Law Enforcement, Corrections and Security employees* to the work period list. Removed section that talked about the 15 day cycle and began at a certain date. The Sheriff's department has a division that calculates at 14 days. Tim Garner is satisfied that we use Section 207 (k), work period is at least seven consecutive work days up to a maximum of 28 consecutive days. Commissioners concurred.

Section 4.1 Vacation Benefits

Added *Elected officials and department heads must seek approval of an additional appropriation from the Hamilton County Council or delay the beginning date of employment for new hires when making payment for unused vacation benefit leave of terminated employees that cause a shortage in an appropriation.* Randall stated we have some employees with enormous amounts of unused vacation time and if they left we could not pay someone to replace them until the vacation time was paid out. Altman asked if there is anyway we can control this? Randall stated Human Resources sends out a quarterly report letting supervisors know who has excess benefit time. Randall requests a written response as to how the time is going to be depleted and if they do not respond it will be brought to the Commissioners. Altman asked if it is legal to say the vacation time has to be taken during the year it accrues or you lose it? Howard stated you can force them to take time off, if they have accrued EBT or Comp Time, it can not be taken away. Randall stated right now the policy allows a 3 month period after your anniversary to take the time. After that they have to send her a letter explaining why they are not taking the time. Commissioners concurred.

Section 4.3 Personal Days

Added - *Elected officials and department heads must seek approval of an additional appropriation from the Hamilton County Council or delay the beginning date of employment for new hires when making payment for unused vacation benefit leave of terminated employees that cause a shortage in an appropriation.* Altman asked if Personal days can be accrued? Randall stated no, at the end of the year if Personal Days are not used you lose them. Commissioners concurred.

Section 4.5 Military Leave

Language of Military Leave ordinances has been incorporated into the handbook so an ordinance does not have to be created each time an employee leaves for Military leave. Included - *If you leave your job to perform military service, you have the right to elect to continue your existing employer-based insurance plan coverage for you and your dependents for up to 24 months while in the military. Hamilton County follows USERRA in providing coverage up to 24 months from the date active military leave begins for employees and dependents covered by the County's medical, life, and dental plans. The County will continue to pay premiums for individuals covered by the plan during the employees' approved active military leave of absence. Please review your insurance summary booklet regarding exclusions for service connected illness and injuries. Employees are responsible to make payment arrangements for premiums of other insurance elections such as additional life policies and accident insurance plans normally paid through payroll deductions.* Commissioners concurred.

Section 4.7 Personal Leave

Removed the language *if the leave is to exceed thirty (30) days.* Commissioners concurred.

Section 5.4 Use of Cellular/Mobile Phones and Pagers

Dillinger stated the Commissioners have agreed that the county will pay for 300 minutes per month, any minutes over that the employee will have to pay for it. If someone wants to appeal because they use more than 300

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minutes per month in their employment duties, they are welcome to appeal it and the Commissioners will handle it on a case by case basis. Howard asked if they can pay the costs to amend their plan up-front? The minute overrun is more expensive than buying an upgraded plan. Altman stated she wants to cover “x” dollars and the employee can amend their plan every month or pay the overage. Randall stated she wrote *Cell phone plans that exceed the minimum standard agreements must be approved by the Personnel Committee to justify the work related necessity and costs associated with the request.* What happens if next year the minimum standard is 300 minutes one year and 500 minutes the next year. Altman stated the Personnel Committee, each year, should establish the base line. Holt stated that would be a nightmare for a supervisor. Randall stated we also need to figure out what everyone has now. Altman stated we need to let those fall off and try to get everyone on one system. Dillinger stated when we get the bids in and determine what way we want to go, they will fall off. Holt asked what if someone has a contract with an unsuccessful bidder? Dillinger stated they will need a different contract because the Commissioners did not sign the contract. Randall stated we will need to bring the people to Personnel Committee that exceed 300 minutes. Randall asked if this could be directive from the Board? She will type it up based on what was said today. Altman stated the base plan will cost “x” dollars. For those with continuing contracts that people personally signed, can we agree to reimburse up to the base contract amount until they fall off of those plans? Commissioners agreed. Randall and Howard will work on the directive.

Section 5.5 Use of Computer, Laptops, Internet Use and E-Mail

Randall integrated the language given to her from the ISS Board. *Hamilton County’s intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the County’s established culture of openness, trust and integrity. Hamilton County is committed to protecting employees from illegal or damaging actions by individuals, either knowingly or unknowingly.*

Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing e-mail, web browsing, and FTP, are the property of Hamilton County. Test systems are to be used for business purpose in serving the interests of the County in the course of normal operations. Effective security is a team effort involving the participation and support of every Hamilton County elected official, department head and employee herein after referred to as employees(s)] who deals with information and/or information systems. It is the responsibility of all Hamilton County computer users to know these guidelines, and to conduct their activities accordingly.

The purpose of this policy is to outline the acceptable use of computers, including but not limited to laptop and tablet and desktop computers. The rules are in place to protect the employee and Hamilton County. Inappropriate use exposes Hamilton County to risks including virus attacks, compromise of network security, systems and service and legal issues.

This policy applies to all employees of Hamilton County. It also applies to all equipment that is owned or leased by the County.

General Use and Ownership:

While Hamilton County network administration desires to provide a reasonable level of privacy, users should be aware that the data they create on County’s systems remain the property of Hamilton County. Because of the need to protect Hamilton County’s network, management cannot guarantee the confidentiality of information stored on any network device belonging to the County.

Employees are responsible for exercising good judgement regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager and the Employee Handbook.

Security and Proprietary Information:

- 1. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.*
- 2. Because information contained on portable computers is especially vulnerable, special care should be exercised to ensure the physical security of the hardware.*
- 3. All computers used by the employee that are connected to Hamilton County’s Internet/Intranet/Extranet, whether owned by the employee or the County, shall be continually executing approved virus-scanning software with a current virus database. Portable PCS must be configured with Net Motion software, to ensure connection to the Hamilton County network.*
- 4. Employees must use extreme caution when opening e-mails and attachments received from unknown sources, as they may contain viruses, e-mail bombs, or Trojan horse code.*

Unacceptable Use:

Under no circumstances is an employee of Hamilton County authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing County owned resources.

Commissioners concurred and approved removal of two paragraphs in the existing handbook which are redundant.

Section 5.6.1 Personal Use of Vehicles

Sheriff’s Department requested following language - IRS regulations exempt taxation of personal use for police vehicles driven by Merit employees of the Hamilton County Sheriff’s Office. Commissioners omitted this language.

Section 5.6.8 Insurability

Added Each determination of uninsurability made by the Hamilton County Board of Commissioners shall be made on a case-by-case basis. Such a determination may be considered upon request of the individual’s elected determination may be reconsidered upon request of the individual’s elected official or department head. The number of miles and type of driving which the employee drives in the performance of their job functions with the County will be a consideration in making such determinations. Howard stated our insurance carrier, because we are self-insured, does not make a determination of insurability. Howard stated he provided Randall alternative language that said if you make a determination that the financial costs to the county are at risk, you may deem them uninsurable under our plan and terminate them or change their job. Randall and Howard will polish the language.

Randall stated the County Council would like copies of the revisions, she will work with Howard this week and send copies to the Council, establish how they want to meet to discuss it, get their feedback before she sends it to Kent Irwin for his review. Howard stated he thinks we are fine, Irwin does not need to review.

Altman asked if we want to ok anything that goes to Waggoner, Irwin and Scheele (WIS) for review of job change positions so we don’t get into a position that we are faced with a review, that we paid for, that we don’t want to have happen? We don’t want anything going to WIS without the Commissioners saying it is a valid job class review.

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Dillinger stated we need to tell WIS that. Randall stated we pay WIS a retainer, he does not charge us extra for that. Holt asked Randall to draft a letter to WIS and the Commissioners will sign it at the next meeting.

Commissioners Correspondence

Town of Sheridan Opt-out of Community Development Block Grant Program

IDEM Notice of Sewer Permit Applications:

- Abney Glen - Carmel
- Noble West II - Noblesville
- Pleasant Street Extension, Phase II - Noblesville
- Strongbow Gate, Section 2/Hillsdale Grove - Fishers
- The Groover Property, Sections 1&2 - Fishers
- The Waterfront condos on Morse, Building 2 - Cicero
- Village of West Clay Prudentia Building - Carmel
- Waterman Farms, Section 4 - Noblesville

IDEM Sanitary Sewer Construction Permit Applications:

- Bridgehall - Noblesville
- Limestone Springs, Section 2B - Fishers
- Park Place at the Prairies - Noblesville
- Village of West Clay, City Homes - Carmel
- Windsor Grove II - Carmel

Certificates of Insurance:

- Batts Construction (revised)
- Berline Construction, Inc.
- Blakley Corporation (revised)
- Fredericks, Inc. (revised)
- Gaylor, Inc. (revised)

Present

- Christine Altman, Commissioner
- Steven C. Dillinger, Commissioner
- Steven A. Holt, Commissioner
- Dawn Coverdale, Chief Deputy Auditor
- Kim Rauch, Administrative Assistant to Auditor
- Fred Swift, Administrative Assistant to Commissioners
- Michael A. Howard, Attorney
- Darren Murphy, Attorney
- Doug Carter, Sheriff
- Brad Davis, Highway Director
- Joel Thurman, Interim Highway Engineer
- Virginia Hughes, Administrative Assistant to Highway Engineer
- Amber Emery, Highway Public Service Representative
- Dave Lucas, Highway Inspector
- Mike McBride, Highway Technical Engineer
- Mark Fisher, Highway Technical Engineer
- Christopher Burt, Highway Staff Engineer
- Tim Knapp, Highway Right-of-Way Specialist
- Faraz Kahn, Highway Department
- Kathy Howard, Highway Department
- Bob Davis, Highway Superintendent
- Dick Harvey, George R. Harvey & Sons, Inc.
- Robert Schafer, L-3 Mobile Vision Inc.
- Patti Smith, Beam Longest & Neff
- Joe Calderon, Laurel Ridge Subdivision
- Randy Marra, Laurel Ridge Subdivision
- Sharon Stuart-Brown, Beazer Homes
- Jeff Cohen, JB Cohen Realty Corp.
- Jim Daniel, ERS - Video System Bid
- Floyd Burroughs, FEBA
- BJ Casali, ISSD
- Sheena Randall, Human Resources
- Scott Warner, Buildings & Grounds
- Ollie Schierholz, Court Administrator
- Dan Stevens, Sheriff’s Department
- John Barbee, Envoy, Inc.
- Larry Dawson, Envoy, Inc.
- Chuck Kiphart, Plan Commission

APPROVED
HAMILTON COUNTY BOARD OF COMMISSIONERS

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ATTEST:

Robin M. Mills, Auditor